

Volume No. 3 - Automated System Applications	TOPIC NO.	70210
Function No. 70200 — CARS	TOPIC	CARS MAGNETIC MEDIA INTERFACE REQUIREMENTS
	DATE	September 1999

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Overview

Introduction

The Commonwealth Accounting and Reporting System (CARS) accepts computer-generated, magnetic media to record agency-created, accounting transactions.

Input accounting transactions may be generated from an agency-based, automated accounting system and agencies may obtain accounting and check information on magnetic media output from CARS.

CARS Input Requirements details procedures for an agency to provide accounting transactions to the Department of Accounts (DOA) via a dataset on a magnetic disk file residing at the Department of Information Technology (DIT) / IBM data center.

CARS Output Files details information that can be obtained on tape from CARS. Additionally, data can be obtained via the Financial Information Downloading System (FINDS). See CAPP Topic No. 70705, "FINDS: CARS and 1099 Downloading."

General Interface Requirements

General requirements for an agency to submit accounting transactions to DOA via magnetic media interface are threefold as follows:

- Request and receive written authorization from DOA's Director of Information Systems prior to its submitting transactions via magnetic disk file.
- Request security to write to the dataset at the DIT. Make this request to DOA's Database Administration Manager (804) 225-2645.
- Establish written, operational procedures for electronic submission of transactions to DOA that demonstrate the following internal controls:
 - Transactions are properly recorded and executed; and
 - Fiscal positions that are responsible for approving and releasing transactions to DOA are defined within the agency.

Persons with the authority to approve and release electronic transactions must be limited to individuals whose signatures are on the agency's *Authorized Signatories Form* (DA-04-121) retained at DOA. Authority to release electronic transactions may be delegated by an individual whose signature is on the Authorized Signatories Form or to an individual employed in a position defined in the agency's written procedures.

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Internal Control Audit

Agency procedures pertaining to the transaction approval process, submission of computer-generated transactions through electronic media, and assignment of CARS access capabilities at user levels for agency personnel are subject to an internal control audit by the Auditor of Public Accounts.

Interface Test Package

Before DOA agrees to accept computer-generated media, the agency must provide a complete test interface package of its proposed interface media.

Categories of accounting transactions considered for magnetic media interface are as follows:

- Travel Vouchers;
- Vendor Payments;
- Petty Cash Reimbursements;
- Revenue Refunds;
- Interagency Transfers
- Agency Transaction Vouchers;
- Deposit Certificates; and
- Agency Operating Expenditure Plan.

DOA Contacts for Magnetic Interface

After reviewing parameters below and if your agency wants to explore interface possibilities, contact one the following DOA personnel:

- Manager, Systems and Programming
Voice: (804) 225-2371 E-mail: systems@doa.state.va.us
- Manager, Disbursements Review & Fixed Asset
Voice: (804) 225-3071 E-mail: dreview@doa.state.va.us

Have the following information available:

- Estimated volume of monthly transactions to be processed;
- Timing and input cycle of transactions to DOA; and
- Individuals to contact for both systems and accounting information.

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CARS Input Requirements

Introduction

Computer interface media must be a dataset on a disk residing at the DIT/IBM data center.

Computer Interface Requirements

Computer interface requirements are as follows:

Dataset Name: As specified by DOA
Disk: Blocked 500 X 5000
Records: Fixed Length
Record Length: 500 bytes.

Interface Transmittal Package

Each interface package sent to the Department of Accounts must contain the following:

- Batch Header;
- A hardcopy transmittal listing of the dataset;
- Supporting documentation; and
- *Agency Magnetic Media Interface Identification Form* (DA-03-265) — Exhibit 11— identifying the dataset and its contents.

Record and Data Element Layouts

Exhibits 1 and 2 are standard layouts of the required record format and data element lengths for the HEADER INPUT RECORD and the DETAIL INPUT RECORD.

A description for each data element is provided in CAPP Topic No. 70255, “Data Elements.” **No exceptions to the standard input record format will be accepted.**

All interface requirements must be met to ensure the orderly processing of data created by the agency. An agency is responsible for creating its data backup files and retaining these files until verification of CARS processing.

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Exhibit 1: Batch Header Input Record Layout

Header Record

Record Size: 500

Blocking Size: 5000

Field Position	Size	Field Description	Edit Picture	Definition
1	1	Data Type	Pic X	Always the letter 'A'
2-4	3	Batch Agency	Pic X(3)	
5-12	8	Batch Date	Pic X(8)	Format = YYYYMMDD
13	1	Batch Type	Pic X	
14-16	3	Batch Number	Pic X(3)	
17-21	5	Sequence Number	Pic X(5)	Header Sequence Number Always Zeros
22	1	Duplicate Indicator	Pic X	Always the number '0'
23-30	8	Agency List Number	Pic X(8)	Left Justify
31-34	4	Bank Code	Pic X(4)	
35-36	2	Fiscal Month	Pic X(2)	
37-41	5	Batch Count	Pic X(5)	
42-54	13	Batch Amount	Pic 9(11)v99	Must be unsigned
55-500	446	Filler	Pic X(446)	

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Exhibit 2: Detail Input Record Layout

CARS Automated Input Record Layout and Description

Detail Record

Record Size: 500

Blocking Size: 5000

Field Position	Size	Field Description	Edit Picture	Definition
1	1	Data Type	Pic X	Always the letter 'A'
2-4	3	Batch Agency	Pic X(3)	
5-12	8	Batch Date	Pic X(8)	Format = YYYYMMDD
13	1	Batch Type	Pic X	
14-16	3	Batch Number	Pic X(3)	
17-21	5	Sequence Number	Pic X(5)	Header Sequence No. Always Zeros
22	1	Duplicate Indicator	Pic X	Always the number '0'
23-30	8	Agency List Number	Pic X(8)	Left Justify
31-33	3	Agency Code	Pic X(3)	
34-36	3	Cost Code	Pic X(3)	
37-39	3	Transaction Code	Pic X(3)	
40	1	Modifier Code	Pic X	
41	1	Filler	Pic X	
42-45	4	Fiscal Year	Pic X(4)	
46-47	2	Fiscal Month	Pic X(2)	
48-49	2	Fund Group	Pic X(2)	
50-51	2	Fund Detail	Pic X(2)	
52-53	2	Major Object Code	Pic X(2)	
54-55	2	Subobject Code	Pic X(2)	
56-60	5	Revenue Code	Pic X(5)	
61-63	3	Program Code	Pic X(3)	

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Exhibit 2: Detail Input Record Layout, Continued

CARS Automated Input Record Layout and Description

Detail Record
Record Size: 500
Blocking Size: 5000

Field Position	Size	Field Description	Edit Picture	Definition
64-65	2	Subprogram	Pic X(2)	
66-67	2	Element	Pic X(2)	
68-72	5	Project	Pic X(5)	
73-74	2	Task	Pic X(2)	
75-76	2	Phase	Pic X(2)	
77	1	Vendor No. Indicator	Pic X	
78-86	9	Vendor ID	Pic X(9)	
87-88	2	Vendor ID Suffix	Pic X(2)	
89-96	8	Invoice Date	Pic X(8)	Format = YYYYMMDD
97-108	12	Vendor Invoice	Pic X(12)	
109-130	22	Invoice Description	Pic X(22)	
131-133	3	Location Code	Pic X(3)	
134-136	3	General Ledger Account	Pic X(3)	
137-144	8	Document Date	Pic X(8)	Format = YYYYMMDD
145-152	8	Current Document No.	Pic X(8)	
153-154	2	Current Document Suffix	Pic X(2)	
155-162	8	Reference Document No.	Pic X(8)	
163-164	2	Reference Document Suffix	Pic X(2)	
165-167	3	Credit Agency Number	Pic X(3)	
168-170	3	Debit Agency Number	Pic X(3)	
171-179	9	Agency Reference Field	Pic X(9)	

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Exhibit 2: Detail Input Record Layout, Continued

CARS Automated Input Record Layout and Description

Detail Record

Record Size: 500

Blocking Size: 5000

Field Position	Size	Field Description	Edit Picture	Definition
180-185	6	Subsidiary Account No.	Pic X(6)	
186-198	13	Transaction Amount	Pic 9(11)v99	Must be unsigned
199-211	13	Certified Amount	Pic9(11)v99	Must be unsigned
212-219	8	Agency Voucher Number	Pic X(8)	
220-227	8	Agency Voucher Date	Pic X(8)	Format = YYYYMMDD
228-235	8	Due Date	Pic X(8)	Format = YYYYMMDD
236-239	4	Bank Code	Pic X(4)	
240-256	17	Filler	Pic X(17)	
257-262	6	Multi purpose Code	Pic X(6)	
263	1	Filler	Pic X	
264-266	3	FIPS	Pic X(3)	
267-306	40	Vendor Name	Pic X(40)	
307-338	32	Address Line 1	Pic X(32)	
339-370	32	Address Line 2	Pic X(32)	
371-387	17	City	Pic X(17)	
388-402	15	Customer Account Number	Pic X(15)	
403-404	2	State	Pic X(2)	
405-409	5	Zip 1-5	Pic X(5)	
410-413	4	Zip 6-9	Pic X(4)	
414	1	Filler	Pic X	
415	1	1099-Reportable-Indicator	Pic X	
416-500	85	Filler	Pic X(85)	

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CARS Input Requirements, Continued

Batch Headers

Each batch of accounting transactions is identified by its own unique **Batch Identification (ID)** consisting of:

- Batch Agency;
- Batch Date;
- Batch Type; and
- Batch Number.

Each batch of accounting transactions consists of the batch header record and associated detail accounting transaction records, all identified with the same Batch ID.

When the **Record Sequence Number** is appended to the Batch ID, the resulting data element is called a **Transaction ID**. A **Batch Header Record** is indicated by placing zeros into the Record Sequence Number.

The Record Sequence Number begins with the number 00001 and is incremented by 1 for each additional detail accounting transaction within the batch.

Batch Header Form

A **Batch Header Form** (DA-02-176) must be completed for each batch of accounting transactions in the magnetic media interface transmittal dataset. Agencies are responsible for determining the values of the Batch Header data elements (to include Batch ID). Detailed instructions for preparing the Batch Header are found in CAPP Topic No. 70235, "Input Batching."

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CARS Input Requirements, Continued

Transmittal Listings' Required Formats

The contents of the dataset must be listed on a hardcopy transmittal report. Submit a separate listing for each batch of transactions in the dataset. The listing must follow the Batch Header in the interface package.

Adhere to the following parameters for the hardcopy transmittal report.

Parameter	Format Requirement
Report Size	<ul style="list-style-type: none"> Printed on 8 1/2 by 11 inch paper. Printing should fill the entire page with at least 55 lines per page. Horizontal display of data elements is designed for printing with 12 characters per inch. However, standard design will print completely using 10 characters per inch with proper margin alignment.
Report Headings	<ul style="list-style-type: none"> Standard headings on every page will include batch agency number and name, fiscal month, batch date, batch type and number, and batch page number. Additionally, two lines of detail data element headings will be printed at the top of each page.
Page Breaks	<p>If a page break occurs in the middle of a document or voucher, <u>avoid</u> separating certain data as follows:</p> <ul style="list-style-type: none"> Do not page break among payee name and address; print all four lines of the name and address together on the same page. Do not page break among the detail lines associated with a single transaction.
Control Breaks	<p>Required control breaks and totals for the listing are:</p> <ul style="list-style-type: none"> Voucher/Deposit Certificate Total (<i>Certified Amount</i>); Batch Total; and Agency Total (required only if more than one agency is submitted on the interface dataset).

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CARS Input Requirements, Continued

Transmittal
Listings'
Required
Formats,
continued

Parameter	Format Requirement
Sequence Numbers	<ul style="list-style-type: none"> Sequence numbers reported on the listing must correspond exactly to the sequence numbers of the records on the dataset. Do not merge distributions together on the listing if they are not merged together on the dataset. Always make the first sequence number 00001 and increment by 1 for each record within a batch. Do not skip any sequence numbers within a batch.
Certification Statement	<ul style="list-style-type: none"> Payment authorization is evidenced by one authorizing signature on the listing report and/or batch header. Separate Accounting Vouchers do not have to be signed by the authorizing official. Initials of the person preparing each accounting voucher should appear in the space provided on the accounting voucher. <p>The certification statement is printed after the agency batch total and at the very end of the listing. The certification statement on the listing or batch header must be signed by an authorized official whose signature appears on the signature card retained at DOA.</p>
Dates	<p><i>A <u>listing's printed date</u> is in the sequence of MMDDYYYY.</i></p> <p><i>However, a <u>dataset date</u> must be in the sequence YYYYMMDD.</i></p>

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CARS Input Requirements, Continued

**Transmittal
Listings'
Required
Formats,
continued**

Required formats for these reports are included in this topic's exhibits as follows:

Exhibit	Type of Transmittal Format
3	Travel
4	Vendor Payments
5	Interagency Transfers (IAT)
6	Agency Transaction Voucher (ATV)
7	Deposit Certificate
8	Agency Operating Expenditure Plans
9	Revenue Refunds
10	Petty Cash Reimbursement

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Exhibit 3 Transmittal Listing Format — Travel

BATCH AGENCY: 154 DEPARTMENT OF MOTOR VEHICLES PAGE: 1
BATCH NBR: 139 INTERFACE TRANSMITTAL LISTING BATCH DATE: 07/09/1999
BATCH TYPE 2 - TRAVEL

VENDOR ID: T234567865-01 PAYEE NAME:

AGY VOUCHER: 00048323

EXPENDITURE DISTRIBUTION

SEQ	T/C	CARS CODING	PROJECT	REF DOC	AMOUNT
00001	326	154-001-0100-74901-1285		2345678-50	<u>382.50</u>
DESC: TRAVEL EXPENSES					VOUCHER TOTAL 382.50

VENDOR ID: S907983452-01 PAYEE NAME: SALLY DAVIS
21890 W FLORIDA STREET
RICHMOND VA 23219

AGY VOUCHER: 00048324

EXPENDITURE DISTRIBUTION

SEQ	T/C	CARS CODING	PROJECT	REF DOC	AMOUNT
00002	332	154-984-0100-74903-1282			114.75
00003	332	154-983-0100-74902-1285			<u>218.92</u>
DESC: TRAVEL EXPENSES					VOUCHER TOTAL 333.67

* * * * * BATCH TOTAL 716.17

TO THE COMPTROLLER: TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE EXPENSES ITEMIZED ABOVE WERE INCURRED ON OFFICIAL BUSINESS OF THE COMMONWEALTH OF VIRGINIA AND ARE A PROPER CHARGE AGAINST THE APPROPRIATION(S) INDICATED AND ARE HEREBY APPROVED FOR PAYMENT.

SIGNATURE NAME: HANK WILLIAMS
TITLE: ACCOUNTING MANAGER

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Exhibit 4 Transmittal Listing Format — Vendor Payments

BATCH AGENCY: 154 DEPARTMENT OF MOTOR VEHICLES PAGE: 1
 BATCH NBR: 138 INTERFACE TRANSMITTAL LISTING BATCH DATE: 07/09/1999
 BATCH TYPE 3 - VENDOR PAYMENTS

VENDOR ID: T003249865-01 PAYEE NAME:

AGY VOUCHER: 0004832 REF DOC: 00012380 DUE DATE: 07/20/1999

EXPENDITURE DISTRIBUTION

SEQ	T/C	CARS CODING	PROJECT	VNDR INVOICE	AMOUNT
00001	324	154-001-0100-74901-2212	08394		200,000.00
00002	324	154-002-0100-74901-2212	08394		200,000.00
00003	324	154-003-0100-74901-2212	08394		<u>100,000.00</u>

DESC: COMPUTER EQUIPMENT VOUCHER TOTAL 500,000.00

VENDOR ID: E000946827-11 PAYEE NAME: SALLY DAVIS
 21890 W FLORIDA ST
 TAMPA FL 92017

AGY VOUCHER: 00048322 REF DOC: DUE DATE: 07/20/1999

EXPENDITURE DISTRIBUTION

SEQ	T/C	CARS CODING	PROJECT	VNDR INVOICE	AMOUNT
00004	324	154-984-0100-74903-1373	08394		<u>27,000.00</u>

DESC: COMPUTER TAPES VOUCHER TOTAL 27,000.00

* * * * * BATCH TOTAL 527,000.00

TO THE COMPTROLLER: IT IS HEREBY CERTIFIED THAT THE GOODS OR SERVICES SPECIFIED ON THE ATTACHED DOCUMENTATION HAVE BEEN RECEIVED OR PERFORMED; PAYMENT HAS NOT BEEN PREVIOUSLY AUTHORIZED AND THEREFORE THESE EXPENDITURES ARE A PROPER CHARGE TO THE APPROPRIATIONS INDICATED. THIS LIST IS APPROVED FOR PAYMENT. UNIT PRICES AGREE WITH PURCHASE ORDERS.

 SIGNATURE NAME: BETTY WHITE
 TITLE: ACCOUNTING MANAGER

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Exhibit 5 Transmittal Listing Format — Interagency Transfers (IAT)

BATCH AGENCY: 150 DEPARTMENT OF STATE INTERNAL AUDITOR PAGE: 1
 BATCH NBR: 307 INTERFACE TRANSMITTAL LISTING BATCH DATE: 07/01/1999
 BATCH TYPE 4 - INTERAGENCY TRANSFERS

AGY VOUCHER: 00000123

CREDIT AGENCY: 499

ACCOUNTING DISTRIBUTION

SEQ	T/C	CARS CODING	PROJECT	INVOICE NO.	AMOUNT
00001	180	499-270-0100-44904-1323			1,732.58
00002	380	150- -0200-99800-1323			<u>1,732.58</u>
DESC:				VOUCHER TOTAL	3,465.16

AGENCY VOUCHER: 00000124

CREDIT AGENCY: 422

ACCOUNTING DISTRIBUTION

SEQ	T/C	CARS CODING	PROJECT	VNDR INVOICE	AMOUNT
00003	388	422- -0700-			798.16
00004	180	150- -0100-10110-1155			500.34
00005	180	150- -0100-10410-1155			65.52
00006	180	150- -0100-10440-1155			<u>232.30</u>
DESC:				VOUCHER TOTAL	1596.32

* * * * * BATCH TOTAL 5,061.48

TO THE COMPTROLLER: IT IS HEREBY CERTIFIED THAT THE GOODS OR SERVICES SPECIFIED ABOVE HAVE BEEN RECEIVED OR PERFORMED; PAYMENT HAS NOT BEEN PREVIOUSLY AUTHORIZED AND THEREFORE THESE EXPENDITURES IS A PROPER CHARGE TO THE APPROPRIATIONS INDICATED. THIS LIST IS APPROVED FOR PAYMENT. UNIT PRICES AGREE WITH PURCHASE ORDERS.

 SIGNATURE

NAME: DON SMITH
 TITLE: ACCOUNTING MANAGER

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Exhibit 6 Transmittal Listing Format — Agency Transaction Voucher

BATCH AGENCY: 208 VIRGINIA TECH PAGE: 1
 BATCH NBR: 140 INTERFACE TRANSMITTAL LISTING BATCH DATE: 12/04/1999
 BATCH TYPE 6 - AGENCY TRANSACTION VOUCHERS

AGY VOUCHER: 00000231

ACCOUNTING DISTRIBUTION

SEQ	T/C	CARS CODING	PROJECT	INVOICE NO.	AMOUNT
00001	180	208-660-0100-44506-1433			73.53
00002	380	208-661-0100-44506-1433			73.53
00003	180	208-738-0100-19701-1215			224.00
00004	380	208-738-0100-19702-1215			<u>224.00</u>

DESC: VOUCHER TOTAL 595.06

AGENCY VOUCHER: 00000232

ACCOUNTING DISTRIBUTION

SEQ	T/C	CARS CODING	PROJECT	VNDR INVOICE	AMOUNT
00005	180	208-001-0100-46103-1385			1,037.17
00006	380	208-002-0100-46103-1385			<u>1,037.17</u>

DESC: VOUCHER TOTAL 2,074.34

AGENCY VOUCHER: 00001234

ACCOUNTING DISTRIBUTION

SEQ	T/C	CARS CODING	PROJECT	VNDR INVOICE	AMOUNT
00007	180	231-983-0100-77420-1299			842.06
00008	380	231-984-0100-77410-1299			<u>842.06</u>

DESC: VOUCHER TOTAL 1,684.12

* * * * * BATCH TOTAL 4,353.52

AGENCY APPROVAL: _____

TITLE: _____

DATE: _____

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Exhibit 7 Transmittal Listing Format — Deposit Certificate

BATCH AGENCY: 208 DEPARTMENT OF STATE INTERNAL AUDITOR PAGE: 1
 BATCH NBR: 140 INTERFACE TRANSMITTAL LISTING BATCH DATE: 07/01/1999
 BATCH TYPE 7 - DEPOSIT CERTIFICATE

CURRENT DOC NO: 00048140 BANK CODE: 0151 LOCATION NO: 037

ACCOUNTING DISTRIBUTION

SEQ	T/C	CARS CODING	REVENUE	FIPS	REF DOC.	AMOUNT
00001	001	150-0100-	13600			1,187.00
00002	001	150-0100-	13854			73.00
00003	001	150-0100-	64015			1,559.00
00004	001	150-0100-	54379			4,307.00
00005	001	150-0100-	47048			2,325.00
00006	003	150-0100-4610300-1213			12378982	1,191.00
00007	001	150-0100-	13600			3,139.00
00008	001	150-0100-	64015			26,742.00
00009	001	150-0100-	54379			56.00
00010	001	150-0100-	47048			9,529.00
00011	010	150-0100-3210300-			98765432	153.00
00012	001	150-0100-	13600			24,935.00
00013	001	150-0100-	13854			<u>5,111.00</u>

DEPOSIT CERTIFICATE TOTAL 80,307.00

* * * * * BATCH TOTAL 80,307.00

AGENCY APPROVAL: _____

TITLE: _____

DATE: _____

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Exhibit 8 Transmittal Listing Format — Agency Operating Expenditure Plans

BATCH AGENCY: 150 DEPARTMENT OF STATE INTERNAL AUDITOR PAGE: 1
 BATCH NBR: 090 INTERFACE TRANSMITTAL LISTING BATCH DATE: 07/01/1999
 BATCH TYPE 0 - AGENCY OPERATING EXPENDITURE PLANS

EXPENDITURE DISTRIBUTION

SEQ	T/C	CARS CODING	PROJECT	AMOUNT
00001	890	150-660-0100-4450602-1111		1,187.00
00002	890	150-661-0100-4450603-1111		73.00
00003	890	150-738-0100-1970200-1111		1,559.00
00004	890	150-738-0100-1970200-1111		4,307.00
00005	890	150-001-0100-4610300-1115		2,325.00
00006	890	150-002-0100-4610300-1115		1,191.00
00007	890	150-103-0100-3210200-1115		3,139.00
00008	890	150-187-0100-3210200-1124		26,742.00
00009	890	150-157-0100-3210200-1234		23.00
00010	890	150-053-0100-3210300-1213		9,529.00
00011	890	150-755-0100-3210300-1312		153.00
00012	890	150-470-0100-3210300-1533		24,935.00
00013	890	150-730-0100-3210300-2224		<u>5,111.00</u>
TOTAL				80,307.00
* * * * * BATCH TOTAL				80,307.00

AGENCY APPROVAL: _____

TITLE: _____

DATE: _____

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Exhibit 9 Transmittal Listing Format — Revenue Refunds

BATCH AGENCY: 154 DEPARTMENT OF MOTOR VEHICLES PAGE: 1
 BATCH NBR: 140 INTERFACE TRANSMITTAL LISTING BATCH DATE: 12/04/1999
 BATCH TYPE R - REVENUE REFUND

VENDOR ID: E578132921-00

PAYEE NAME: DANA LEE
 783D MAIN STREET
 RICHFIELD NJ 01902

AGY VOUCHER: 00048325

REVENUE REFUND DISTRIBUTION

SEQ	T/C	CARS CODING	REVENUE	PROJECT	AMOUNT
00001	316	154-001-0100	06001		<u>500.00</u>

DESC: MOTOR FUEL TAX VOUCHER TOTAL 500.00

VENDOR ID: T137289492-03

PAYEE NAME:

AGY VOUCHER: 00048325

REVENUE REFUND DISTRIBUTION

SEQ	T/C	CARS CODING	REVENUE	PROJECT	AMOUNT
00002	316	154-984-0100	06001		<u>500.00</u>

DESC: MOTOR FUEL TAX VOUCHER TOTAL 500.00

VENDOR ID: S359178248-00

PAYEE NAME: PATRICIA GUTHRIE
 1843 GARVER AVENUE
 RICHMOND VA 23234

AGY VOUCHER: 00048325

REVENUE REFUND DISTRIBUTION

SEQ	T/C	CARS CODING	REVENUE	PROJECT	REF DOC	MOD	AMOUNT
00003	316	154-983-0100	06003				<u>500.00</u>

DESC: OPR LICENSE REFUND VOUCHER TOTAL 500.00

* * * * * BATCH TOTAL 1,500.00

TO THE COMPTROLLER: IT IS HEREBY CERTIFIED THAT THE GOODS OR SERVICES SPECIFIED ON THE ATTACHED DOCUMENTATION HAVE BEEN RECEIVED OR PERFORMED; PAYMENT HAS NOT BEEN PREVIOUSLY AUTHORIZED AND THEREFORE THESE EXPENDITURES ARE A PROPER CHARGE TO THE APPROPRIATIONS INDICATED. THIS LIST IS APPROVED FOR PAYMENT. UNIT PRICES AGREE WITH PURCHASE ORDERS.

 SIGNATURE

NAME: BETTY WHITE
 TITLE: ACCOUNTING MANAGER

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Exhibit 10 Transmittal Listing Format — Petty Cash Reimbursement

BATCH AGENCY: 150 DEPARTMENT OF STATE INTERNAL AUDITOR PAGE: 1
 BATCH NBR: 954 INTERFACE TRANSMITTAL LISTING BATCH DATE: 08/10/1999
 BATCH TYPE P - PETTY CASH

VENDOR ID: T786534921-00

PAYEE NAME

AGY VOUCHER: 00000323

EXPENDITURE DISTRIBUTION

SEQ	T/C	CARS CODING	PROJECT	AMOUNT
00001	324	150-921-0100-74901-1214		.26
00002	324	150-952-0100-74901-1312		19.84
00003	324	150-953-0100-74901-1285		1.95
00004	324	150-953-0100-74901-1282		9.60
00005	324	150-941-0100-74901-2224		35.69
00006	324	150-921-0100-74901-1212		5.87
00007	324	150-974-0100-74901-1212		3.29
00008	324	150-931-0100-74901-1212		2.00
00009	324	150-973-0100-74901-1212		13.51
00010	324	150-911-0100-74901-1212		8.14
00011	324	150-911-0100-74901-1283		57.00
00012	324	150-911-0100-74901-1285		25.98
00013	324	150-971-0100-74901-1285		12.00
VOUCUHER TOTAL				195.13

DESC:

* * * * * BATCH TOTAL 195.13

TO THE COMPTROLLER: THE DISBURSEMENTS LISTED HEREON AND SUPPORTED BY THE ATTACHED SUBVOUCHERS ARE LEGITIMATE AND PROPER EXPENDITURES MADE FROM THE PETTY CASH FUND IN MY CUSTODY DURING THE PERIOD INDICATED AND HAVE NOT BEEN PREVIOUSLY REIMBURSED. THE RECONCILIATION OF MY PETTY CASH ACCOUNT REPORTED ABOVE AND THE BALANCE IN BANK OR ON HAND IS CORRECT.

 NAME: DONNA LANE
 TITLE: ACCOUNTING MANAGER

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CARS Input Requirements, Continued

Optional Transmittal Listing Data Elements

Vouchers on which several invoices have been recorded (recapped) may be submitted through the interface process. At least one expenditure distribution record must be submitted for each vendor invoice number. The sequence of dataset records must correspond exactly to the records printed on the listing.

Voucher number, vendor identification number, name and address, and due date are required to remain identical (character for character) in all of the records. This ensures that just one check will be generated for those invoices within the same due date. If the voucher number, vendor identification number, name and address, or due date is different for the invoices, separate checks will be written.

A consolidated expenditure distribution record may not be submitted for a group of invoices. The transmittal listing must report all of the individual invoice numbers and their associated due dates.

If any of the following data elements appear in the interface record, the appropriate line must be printed on the transmittal listing:

- Invoice Description;
- Invoice Number;
- Due Date;
- Vendor ID;
- Payee Name; and
- Payee Address.

On the other hand, if no data (blanks) is input for these data elements, the respective line(s) may be suppressed on the listing. This occurs for Batch Type 6 (Agency Transaction Vouchers) and Batch Type 0 (Agency Operating Expenditure Plans).

Use underlining to identify voucher totals. Print asterisks to identify agency and batch totals. Edit amount fields with commas and decimal points to improve readability.

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CARS Input Requirements, Continued

Batch Type Supporting Documentation

Each batch type requires the following supporting documentation be sent to DOA for processing.

Batch Type	Batch Description	Supporting Documentation
2	Travel Reimbursement	State-prescribed forms
P	Petty Cash Reimbursement	State-prescribed forms
3	Vendor Payments	Original Invoice marked with: <ul style="list-style-type: none"> • Agency Number; • Batch ID; and • Assigned Voucher Number. In the transmittal package, place large volumes of small vendor invoices in envelope(s) identifying agency, Batch ID, and Voucher Number. [See CAPP Volume 1, Topic 20310, "Expenditures"]
R	Revenue Refunds	Hardcopy Transmittal Listing
4	Interagency Transfers	Hardcopy Transmittal Listing
6	Agency Transaction Vouchers	Hardcopy Transmittal Listing
7	Deposit Certificates	Hardcopy Transmittal Listing
0	Agency Operating Expenditure Plan	Hardcopy Transmittal Listing

Dataset Batch Types

Different batch types may be submitted on the same dataset. The hardcopy transmittal listing and supporting documents match the same sequence as the submitted dataset.

Out-of-Balance Batches

All out-of-balance batches by line count or amount will be placed on "Agency Hold" (Batch Status 3). It is the agency's responsibility to review CARS on-line screen 46, *Batch System Status*, each day to identify out-of-balance batches, make corrections to re-balance, and release the batch for further processing.

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CARS Input Requirements, Continued

Error Correction

DOA expects to receive error-free datasets and listings. Thus, DOA will not make corrections to a dataset before the interface data processes through the CARS edit cycle. Therefore, DOA retains the prerogative to refuse incorrect interface data.

Dataset Submission Form

For each dataset to be input to CARS, submit an *Agency Magnetic Media Interface Identification Information Form* (DA-03-265) illustrated in **Exhibit 11** with supporting documentation for the batches in the dataset.

This form is commonly referred to as the MIFF sheet. Use the following detailed instructions to complete the MIFF sheet (Exhibit 11).

Step Numbers correspond with numbers circled on Exhibit 11.

Step	Action
1	Agency Name
2	Agency Code (3-digit)
3	Dataset Name (specified by DOA)
4	Dataset Type (mode of entry)
5	Agency Batch ID Number
6	Batch Amount
7	Prepared By and Date (Person Preparing MIFF Sheet & Date)
8	DOA Use Only

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Exhibit 11: Agency Magnetic Media Interface Identification Form (DA-03-265)

Commonwealth of Virginia - Department of Accounts Agency Magnetic Media Interface Identification Information

① Agency Name: _____ ② Agency Code: _____
 ③ Dataset Name: _____
 ④ Dataset Type (Disk or Tape): _____

***** Batches included in Dataset *****

⑤ Agency Batch ID	⑥ Batch Amount	⑤ Agency Batch ID	⑥ Batch Amount

⑦ Prepared By: _____ Date: _____

⑧ Department of Accounts Use Only

Job In Number: _____

Job In Date: _____

Operator's Name: _____

Date: _____

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CARS Output Files

Files Available Upon Request

CARS can produce extracts of agency data from selected financial files. The following files are available upon request.

- History (HY) File — All detailed financial transactions.
- Operating File (OF) — All expenditure and revenue data summarized at the entry key level.
- Checks Written (CW) File — All detailed disbursement transactions posted to the Vendor Payment File and released for checkwrite processing.

These files are usually produced on a monthly basis but can be made available at other run cycles.

Record Layouts

Record layouts for these interface files are found in **Exhibits 12 through 14**.

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Exhibit 12: CARS History Interface File Record Layout and Description

Record Size: 800

Field Position	Size	Field Description	Edit Picture	Definition
1	1	Data Type	Pic X	Always the letter 'A'
2-4	3	Batch Agency	Pic X(3)	Format = YYYYMMDD
5-12	8	Batch Date	Pic X(8)	
13	1	Batch Type	Pic X	
14-16	3	Batch Number	Pic X(3)	Header Sequence No. Always Zeros
17-21	5	Sequence Number	Pic X(5)	
22	1	Duplicate Indicator	Pic X	
23-30	8	Agency List Number	Pic X(8)	Always the number '0'
31-33	3	Agency Code	Pic X(3)	
34-36	3	Cost Code	Pic X(3)	
37-39	3	Transaction Code	Pic X(3)	
40	1	Modifier Code	Pic X	
41	1	Reverse Code	Pic X	
42-45	4	Fiscal Year	Pic X(4)	
46-47	2	Fiscal Month	Pic X(2)	
48-49	2	Fund Group	Pic X(2)	
50-51	2	Fund Detail	Pic X(2)	
52-53	2	Major Object Code	Pic X(2)	
54-55	2	Subobject Code	Pic X(2)	
56-60	5	Revenue Code	Pic X(5)	
61-63	3	Program Code	Pic X(3)	
64-65	2	Subprogram	Pic X(2)	
66-67	2	Element	Pic X(2)	
68-72	5	Project	Pic X(5)	
73-74	2	Task	Pic X(2)	
75-76	2	Phase	Pic X(2)	
77	1	Vendor Id No. Indicator	Pic X	
78-86	9	Vendor ID	Pic X(9)	

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Exhibit 12: CARS History Interface File Record Layout and Description, continued

Field Position	Size	Field Description	Edit Picture	Definition
87-88	2	Vendor ID Suffix	Pic X(2)	
89-96	8	Invoice Date	Pic X(8)	Format = YYYYMMDD
97-108	12	Vendor Invoice No.	Pic X(12)	
109-130	22	Invoice Description	Pic X(22)	
131-133	3	Location Code	Pic X(3)	
134-136	3	General Ledger Account	Pic X(3)	
137-144	8	Document Date	Pic X(8)	Format = YYYYMMDD
145-152	8	Current Document No.	Pic X(8)	
153-154	2	Current Document Suffix	Pic X(2)	
155-162	8	Reference Document No.	Pic X(8)	
163-164	2	Reference Document Suffix	Pic X(2)	
165-167	3	Credit Agency Number	Pic X(3)	
168-170	3	Debit Agency Number	Pic X(3)	
171-179	9	Agency Reference	Pic X(9)	
180-185	6	Subsidiary Account No.	Pic X(6)	
186-198	13	Transaction Amount	Pic 9(11)v99Unsigned	
199-211	13	Certified Amount	Pic 9(11)v99Unsigned	
212-219	8	Agency Voucher Number	Pic X(8)	
220-227	8	Agency Voucher Date	Pic X(8)	Format = YYYYMMDD
228-235	8	Due Date	Pic X(8)	Format = YYYYMMDD
236-239	4	Bank Code	Pic X(4)	
240	1	Check Type	Pic X	
241-248	8	Check Number	Pic X(8)	
249-256	8	Check Date	Pic X(8)	Format = YYYYMMDD
257-262	6	Multi purpose Code	Pic X(6)	
263	1	Fund Control Override	Pic X	
264-266	3	FIPS	Pic X(3)	
267-306	40	Vendor Name	Pic X(40)	
307-338	32	Address Line 1	Pic X(32)	

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Exhibit 12: CARS History Interface File Record Layout and Description, continued

Field Position	Size	Field Description	Edit Picture	Definition
339-370	32	Address Line 2	Pic X(32)	
371-387	17	City	Pic X(17)	
388-402	15	Customer Account Number	Pic X(15)	
403-404	2	State	Pic X(2)	
405-409	5	Zip 1-5	Pic X(5)	
410-413	4	Zip 6-9	Pic X(4)	
414	1	Vendor Lookup Indicator	Pic X	
415	1	1099 Reportable Indicator	Pic X	
416	1	1099 Agency Participation Ind	Pic X	
417	1	1099 Control Agy Indicator	Pic X	
418-425	8	Process Date	Pic X(8)	Format = YYYYMMDD
426-429	4	Process Time	Pic X(4)	Format = HHMM
430-437	8	Entry Date	Pic X(8)	Format = YYYYMMDD
438-441	4	Transaction Year	Pic X(4)	
442	1	Online Posting Indicator	Pic X	
443-450	8	Document Control Id	Pic X(8)	
451-457	7	Net Amount	Pic S9(11)v99	Comp-3
458	1	Inactive Indicator	Pic X	
459	1	Vendor Indicator	Pic X	
Descriptor Table Segment				
460-461	2	D03 Function	Pic X(2)	
462-463	2	D03 Subfunction	Pic X(2)	
464	1	D03 Appropriation Control Lvl	Pic X	
465	1	D03 Program Detail Indicator	Pic X	
466	1	D03 Carryforward Indicator	Pic X	
467	1	D04 Program Detail Indicator	Pic X	
468	1	D06 Cash Control Type	Pic X	
469	1	D07 Cash Control Type	Pic X	
470-471	2	D09 Secretarial Area	Pic X(2)	
472-474	3	D09 Control Agency	Pic X(3)	

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Exhibit 12: CARS History Interface File Record Layout and Description, continued

Field Position	Size	Field Description	Edit Picture	Definition
475	1	D09 Pgm Cost Code Indicator	Pic X	
476	1	D09 Vendor File Indicator	Pic X	
477-478	2	D17 Revenue Class	Pic X(2)	
479	1	D18 Project Type	Pic X	
480	1	D18 Cash Control Post Level	Pic X	
Cost Code Table Segment				
481-483	3	Organization Level 1	Pic X(3)	
484-486	3	Organization Level 2	Pic X(3)	
487-489	3	Organization Level 3	Pic X(3)	
490-492	3	Organization Level 4	Pic X(3)	
493-497	5	Cost Code Project	Pic X(5)	
498-499	2	Cost Code Task	Pic X(2)	
500-501	2	Cost Code Phase	Pic X(2)	
502-504	3	Cost Code FIPS	Pic X(3)	
505-507	3	Cost Code PSD	Pic X(3)	
Transaction Code Decision Table Segment				
508-510	3	GLA 1	Pic X(3)	
511-513	3	GLA 2	Pic X(3)	
514-516	3	GLA 3	Pic X(3)	
517-519	3	GLA 4	Pic X(3)	
520-522	3	GLA 5	Pic X(3)	
523-525	3	GLA 6	Pic X(3)	
526-528	3	GLA 7	Pic X(3)	
529-531	3	GLA 8	Pic X(3)	
532	1	Agency Edit Indicator	Pic X	
533	1	Cost Code Edit Indicator	Pic X	
534	1	Modifier Edit Indicator	Pic X	
535	1	FFY Edit Indicator	Pic X	
536	1	Fund Edit Indicator	Pic X	
537	1	Object Edit Indicator	Pic X	

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Exhibit 12: CARS History Interface File Record Layout and Description, continued

Field Position	Size	Field Description	Edit Picture	Definition
538	1	Revenue Source Edit Indicator	Pic X	
539	1	Program Edit Indicator	Pic X	
540	1	Subsidiary Acct Edit Indicator	Pic X	
541	1	Reverse Code Edit Indicator	Pic X	
542	1	Check Id Edit Indicator	Pic X	
543	1	Vendor Name Edit Indicator	Pic X	
544	1	Vendor Addr Edit Indicator	Pic X	
545	1	Current Doc No Edit Indicator	Pic X	
546	1	Reference Doc Edit Indicator	Pic X	
547	1	Agy Reference Edit Indicator	Pic X	
548	1	GLA Edit Indicator	Pic X	
549	1	FCO Edit Indicator	Pic X	
550	1	Agy Voucher Edit Indicator	Pic X	
551	1	Multipurpose Edit Indicator	Pic X	
552	1	Due Date Edit Indicator	Pic X	
553	1	Invoice No Edit Indicator	Pic X	
554	1	Project Edit Indicator	Pic X	
555	1	FIPS Edit Indicator	Pic X	
556	1	PSD Edit Indicator	Pic X	
557	1	Check Writing Indicator	Pic X	
558	1	Document Control Indicator	Pic X	
559	1	Document Control Sign	Pic X	
561	1	Posting Sequence	Pix X	
562	1	Batch Type-1	Pic X	
563	1	Batch Type-2	Pic X	
564	1	Batch Type-3	Pic X	
565	1	Batch Type-4	Pic X	
566	1	Batch Type-5	Pic X	
567	1	Batch Type-6	PicX	

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Exhibit 12: CARS History Interface File Record Layout and Description, continued

Field Position	Size	Field Description	Edit Picture	Definition
568	1	Batch Type-7	Pic X	
569	1	Batch Type-8	Pic X	
570	1	Batch Type-9	Pic X	
571	1	Batch Type-10	Pic X	
File Posting Indicators				
Document File (DF)				
572	1	DF-1 Add-Subtract	Pic X	
573-574	2	DF-1 Index	Pic 99	
575	1	DF-1 File Control	Pic X	
576	1	DF-1 GL Index	Pic 9	
577	1	DF-1 PDN Indicator	Pic X	
578	1	DF-2 Add-Subtract	Pic X	
579-580	2	DF-2 Index	Pic 99	
581	1	DF-2 File Control	Pic X	
582	1	DF-2 GL Index	Pic 9	
583	1	DF-2 PDN Indicator	Pic X	
584	1	DF-3 Add-Subtract	Pic X	
585-586	2	DF-3 Index	Pic 99	
587	1	DF-3 File Control	Pic X	
588	1	DF-3 GL Index	Pic 9	
589	1	DF-3 PDN Indicator	Pic X	
Appropriation File (AP)				
590	1	AP-1 Add-Subtract	Pic X	
591-592	2	AP-1 Index	Pic 99	
593	1	AP-1 File Control	Pic X	
594	1	AP-2 Add-Subtract	Pic X	
595-596	2	AP-2 Index	Pic 99	
597	1	AP-2 File Control	Pic X	
598	1	AP-3 Add-Subtract	Pic X	
599-600	2	AP-3 Index	Pic 99	

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Exhibit 12: CARS History Interface File Record Layout and Description, continued

Field Position	Size	Field Description	Edit Picture	Definition
601	1	AP-3 File Control	Pic X	
		Operating File (OF)		
602	1	OF-1 Add-Subtract	Pic X	
603-604	2	OF-1 Index	Pic 99	
605	1	OF-1 GL Index	Pic 9	
606	1	OF-2 Add-Subtract	Pic X	
607-608	2	OF-2 Index	Pic 99	
609	1	OF-2 GL Index	Pic 9	
610	1	OF-3 Add-Subtract	Pic X	
611-612	2	OF-3 Index	Pic 99	
613	1	OF-3 GL Index	Pic 9	
		Project File (PF)		
614	1	PF-1 Add-Subtract	Pic X	
615-616	2	PF-1 Index	Pic 99	
617	1	Filler	Pic X	
618	1	PF-2 Add-Subtract	Pic X	
619-620	2	PF-2 Index	Pic 99	
621	1	Filler	Pic X	
622	1	PF-3 Add-Subtract	Pic X	
623-624	2	PF-3 Index	Pic 99	
625	1	Filler	Pic X	
		Cash Control File (CC)		
626	1	CC-1 Add-Subtract	Pic X	
627-628	2	CC-1 Index	Pic 99	
629	1	CC-1 File Control	Pic X	
630	1	CC-2 Add-Subtract	Pic X	
631-632	2	CC-2 Index	Pic 99	
633	1	CC-2 File Control	Pic X	
634	1	CC-3 Add-Subtract	Pic X	
635-636	2	CC-3 Index	Pic 99	

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Exhibit 12: CARS History Interface File Record Layout and Description, continued

Field Position	Size	Field Description	Edit Picture	Definition
637	1	CC-3 File Control	Pic X	
		Subsidiary File (SF)		
638	1	SF-1 Add-Subtract	Pic X	
639-640	2	SF-1 Index	Pic 99	
641	1	SF-1 GL Index	Pic 9	
642	1	SF-2 Add-Subtract	Pic X	
643-644	2	SF-2 Index	Pic 99	
645	1	SF-2 GL Index	Pic 9	
646	1	SF-3 Add-Subtract	Pic X	
647-648	2	SF-3 Index	Pic 99	
649	1	SF-3 GL Index	Pic 9	
		Cash Recon File (CR)		
650	1	CR-1 Add-Subtract	Pic X	
651-652	2	CR-1 Index	Pic 99	
653	1	Filler	Pic X	
654	1	CR-2 Add-Subtract	Pic X	
655-656	2	CR-2 Index	Pic 99	
657	1	Filler	Pic X	
658	1	CR-3 Add-Subtract	Pic X	
659-660	2	CR-3 Index	Pic 99	
661	1	Filler	Pic X	
662-664	3	Vendor Edit FIPS	Pic X(3)	
665-667	3	Vendor Edit PSD	Pic X(3)	
668	1	Distribution Category	Pic X	
669	1	Check Write Status	Pic X	
670-672	3	Reporting GLA No	Pic X(3)	
673-680	8	Error Correction User Id	Pic X(8)	
681	1	PCLOC Id	Pic X	
682	1	EIN/SSN Indicator	Pic X	
683-691	9	EIN/SSN	Pic X(9)	
692-698	7	Filler	Pic X(7)	

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Exhibit 12: CARS History Interface File Record Layout and Description, continued

Field Position	Size	Field Description	Edit Picture	Definition
769-714	16	Sort-Post Batch Id	Pic X(16)	
715-717	3	Sort-Post Program	Pic X(3)	
718-719	2	Sort-Post Subprogram	Pic X(2)	
720-721	2	Sort-Post Element	Pic X(2)	
722-726	5	Sort-Post Project	Pic X(5)	
727-728	2	Sort-Post Task	Pic X(2)	
729-730	2	Sort-Post Phase	Pic X(2)	
731-738	8	Sort-Post Document No.	Pic X(8)	
739-740	2	Sort-Post Document No. Sfx	Pic X(2)	
741-742	2	Sort-Post Fund Group	Pic X(2)	
743-744	2	Filler	Pic X(2)	
745-747	3	Sort-Post GLA	Pic X(3)	
748-769	22	Filler	Pic X(22)	
770	1	Error Severity Indicator	Pic X	
771-773	3	Error Flag-1	Pic X(3)	
774-776	3	Error Flag-2	Pic X(3)	
777-779	3	Error Flag-3	Pic X(3)	
780-782	3	Error Flag-4	Pic X(3)	
783-785	3	Error Flag-5	Pic X(3)	
786-788	3	Error Flag-6	Pic X(3)	
789-791	3	Error Flag-7	Pic X(3)	
792-794	3	Error Flag-8	Pic X(3)	
795-797	3	Error Flag-9	Pic X(3)	
798-800	3	Error Flag-10	Pic X(3)	

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Exhibit 13: CARS Operating File Record Layout and Description

Record Size: 250

Field Position	Size	Field Description	Edit Picture	Definition
1-3	3	Agency	Pic X(3)	
4-6	3	Cost Code	Pic X(3)	
7-9	3	Organizational Level 1	Pic X(3)	
10-12	3	Organizational Level 2	Pic X(3)	
13-15	3	Organizational Level 3	Pic X(3)	
16-18	3	Organizational Level 4	Pic X(3)	
19-21	3	Program	Pic X(3)	
22-23	2	Subprogram	Pic X(2)	
24-25	2	Element	Pic X(2)	
26-30	5	Project	Pic X(5)	
31-32	2	Task	Pic X(2)	
33-34	2	Phase	Pic X(2)	
35-36	2	Fund Group	Pic X(2)	
37-38	2	Fund Detail	Pic X(2)	
39-41	3	GLA Number	Pic X(3)	
42-43	2	Major Object	Pic X(2)	
44-45	2	Sub Object	Pic X(2)	
46-50	5	Revenue Source	Pic X(5)	
51-56	6	Multipurpose Code	Pic X(6)	
57-60	4	Trans Year	Pic X(4)	
61-64	4	Funding Fiscal Year	Pic X(4)	
65-67	3	FIPS	Pic X(3)	
68-117	50	Filler	Pic X(50)	
Financial Elements				
118-124	7	CM-0	Pic S9(13) Comp-3	
125-131	7	CM-1	Pic S9(13) Comp-3	
132-138	7	CM-2	Pic S9(13) Comp-3	
139-145	7	PY-13	Pic S9(13) Comp-3	
146-152	7	PY-0	Pic S9(13) Comp-3	

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Exhibit 13: CARS Operating File Record Layout and Description, continued

Field Position	Size	Field Description	Edit Picture	Definition
153-159	7	Prior Years Balance	Pic S9(13) Comp-3	
160-166	7	FM-1	Pic S9(13) Comp-3	
167-173	7	FM-2	Pic S9(13) Comp-3	
174-180	7	FM-3	Pic S9(13) Comp-3	
181-187	7	FM-4	Pic S9(13) Comp-3	
188-194	7	FM-5	Pic S9(13) Comp-3	
195-201	7	FM-6	Pic S9(13) Comp-3	
202-208	7	FM-7	Pic S9(13) Comp-3	
209-215	7	FM-8	Pic S9(13) Comp-3	
216-222	7	FM-9	Pic S9(13) Comp-3	
223-229	7	FM-10	Pic S9(13) Comp-3	
230-236	7	FM-11	Pic S9(13) Comp-3	
237-243	7	FM-12	Pic S9(13) Comp-3	
244-250	7	FM-13	Pic S9(13) Comp-3	

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Exhibit 14 : CARS Checks Written Interface File Record Layout and Description

Record Size: 500

Field Position	Size	Field Description	Edit Picture	Definition
1-7	7	Warrant Number	Pic X(7)	
8-17	10	Check Amount	Pic 9(8)v99	
18	1	Check Type	Pic X	
19-26	8	Check Date	Pic X(8)	Format = MMDDYYYY
27	1	Record Code	Pic X	
28-30	3	GLA Number	Pic X(3)	
31-54	24	Vendor Name	Pic X(24)	
55-75	21	Vendor Address	Pic X(21)	
76	1	Line Code	Pic X	
77	1	Filler	Pic X	Value = '0'
78-80	3	Agency	Pic X(3)	
81-82	2	Pay Number	Pic X(2)	
83	1	Vendor Id Indicator	Pic X	
84-92	9	Vendor Id	Pic X(9)	
93-94	2	Vendor Id Suffix	Pic X(2)	
95-102	8	Due Date	Pic X(8)	Format = YYYYMMDD
103	1	Filler	Pic X	
104	1	Sort Indicator	Pic X	
105	1	Check Type	Pic X	
106-109	4	Bank Code	Pic X(4)	
110	1	Data Type	Pic X	
111-113	3	Batch Agency	Pic X(3)	
114-121	8	Batch Date	Pic X(8)	Format = YYYYMMDD
122	1	Batch Type	Pic X	
123-125	3	Batch Number	Pic X(3)	

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Exhibit 14: CARS Checks Written Interface File Record Layout and Description, continued

Field Position	Size	Field Description	Edit Picture	Definition
126	1	Vendor Id Indicator	Pic X	
127-135	9	Vendor Id	Pic X(9)	
136-137	2	Vendor Id Suffix	Pic X(2)	
138-177	40	Vendor Name	Pic X(40)	
178-209	32	Vendor Address	Pic X(32)	
210	1	Check Writing Indicator	Pic X	
211-213	3	Check GLA Account No	Pic X(3)	
214-221	8	Check Number	Pic X(8)	
222-225	4	Variance	Pic S9(4)	
226-232	7	Filler	Pic X(7)	
233-237	5	Batch Sequence No	Pic X(5)	
238	1	Duplicate Record Indicato	Pic X	
239-246	8	Agy Voucher Date	Pic X(8)	Format = YYYYMMDD
247-278	32	Vendor Address-2	Pic X(32)	
279-295	17	Vendor City	Pic X(17)	
296-310	15	Customer Account Number	Pic X(15)	
311-312	2	Vendor State	Pic X(2)	
313-317	5	Vendor Zip	Pic X(5)	
318-325	8	Agy Voucher Number	Pic X(8)	
326-333	8	Check Date	Pic X(8)	Format = YYYYMMDD
334-336	3	Agency	Pic X(3)	
337-339	3	Cost Code	Pic X(3)	
340-347	8	Agency List Number	Pic X(8)	
348-350	3	Transaction Code	Pic X(3)	
351	1	Modifier	Pic X	
352	1	Reverse	Pic X	
353-356	4	Funding Fiscal Year	Pic X(4)	

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Exhibit 14 : CARS Checks Written Interface File Record Layout and Description, continued

Field Position	Size	Field Description	Edit Picture	Definition
357-358	2	Fiscal Month	Pic X(2)	
359-360	2	Fund Group	Pic X(2)	
361-362	2	Fund Detail	Pic X(2)	
363-364	2	Major Object	Pic X(2)	
365-366	2	Sub Object	Pic X(2)	
367-371	5	Revenue Source	Pic X(5)	
372-374	3	Program	Pic X(3)	
375-376	2	Subprogram	Pic X(2)	
377-378	2	Element	Pic X(2)	
379-383	5	Project	Pic X(5)	
384-391	8	Vendor Reference Number	Pic X(8)	
392-399	8	Current Document Number	Pic X(8)	
400-407	8	Reference Document Number	Pic X(8)	
408-414	7	Transaction Amount	Pic S9(11)v99 Comp-3	
415	1	Error Indicator	Pic X	
416-427	12	Vendor Invoice Number	Pic X(12)	
428	1	Payment Status	Pic X	
429-500	72	Filler	Pic X(72)	

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Report Printing

Report Printing Methods

CARS-generated reports are available to agencies either by centralized printing and mailing or remote job site, electronic printing.

The major advantage of remote job site printing and distribution is that reports are received one to two days sooner than those that are mailed from DOA.

Remote Job Site Printing

Agency Requirements

An agency that wants to receive reports electronically at its remote job site needs the following:

- Dedicated access line to the Department of Information Technology (DIT) obtained through DIT's Telecommunication Branch;
- Printer capable of receiving CARS reports during and after normal business hours with the capacity to receive large print jobs, i.e., a laser printer must print fifty 8 1/2 x 11-inch sheets per minute; and
- Procedures to ensure that printed reports are properly distributed at the remote job site.

Contacts

Contact the DIT Help Desk (804/786-3932) to obtain a “JES (Job Entry Subsystem) Remote Printer Definition.”

When DIT approves the agency as a remote job print site and the requirements shown above are met, send a written request to DOA’s Director of Information Systems and include the following:

- JES Remote Printer Identification provided by DIT; and
- Agency's systems contact person.

A DOA Information Systems Analyst will be assigned to work with the agency contact person during system modifications and testing to ensure reports are properly printing at the remote job site. Upon test acceptance, modifications will be moved into DOA production. Once completed, DOA will notify the agency by telephone and written confirmation as to when remote site job printing will begin.

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DOA Contacts

Contacts

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Manager, Systems and Programming
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Manager, Disbursements Review and Fixed Assets
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E-mail: dreview@doa.virginia.gov

Subject Cross References

References

CAPP Topic No. 20310, “Expenditures”

CAPP Topic No. 70235, “Input Batching”

CAPP Topic No. 70255, “Data Elements”

CAPP Topic No. 70705, “FINDS: CARS and 1099 Downloading”
